

**DIRECTIVE No 84/2019
of the Rector of the University of Wrocław
of 10 June 2019**

**regarding charges for the provision of academic services
and the terms and conditions of waiver of fees for students and PhD students at
the University of Wrocław**

Pursuant to article 23, paragraph 1 in conjunction with article 79 paragraph 3 of the Law on Higher Education and Science of 20 July 2018 (Journal of Laws of 2018, item 1668, as amended), the following has been resolved:

I. Rules regarding charges for the provision of academic services for Polish citizens and overseas students

§ 1. University of Wrocław collects fees for the provision of academic services related to:

- 1) education in part-time studies and in part-time doctoral studies (paid studies);
- 2) education in full-time studies and in full-time doctoral studies in English (paid studies);
- 3) education of overseas students in full-time studies (paid studies);
- 4) repetition of certain classes for students and doctoral students due to unsatisfactory results;
- 5) education in full-time studies and in full-time doctoral studies for classes not covered by the study programme;
- 6) extra foreign language classes and foreign language exams.

§ 2. The fees referred to in paragraph 1 for each subsequent academic year shall be determined by the Rector of the University of Wrocław in a separate directive before the end of March of the year preceding the academic year, in compliance with the law - Law of Higher Education and Science.

§ 3.1. University of Wrocław may reduce or not charge fees if the university obtains extra-budgetary funds to finance or subsidise a study program or if it is in compliance with the agreements concluded by the University.

2. The rector may decide not to levy fees from an overseas student enrolled in studies on the basis of separate agreements relating to recruitment.

3. A Dean or Head of an extra-departmental unit may, in particularly justified cases, agree for a student studying in Polish to participate, free of charge, in selected classes taught in English, conditional to the unit's educational and financial capacity.

§ 4.1. The student/doctoral student pays the fees referred to in § 1 paragraph 1-3, as a semester fee of half the annual fee, subject to paragraph 2 and 3, within these deadlines:

- 1) before 10 October for the winter semester;
- 2) before 5 March for the summer semester;
- 3) for the first semester – before 15 October, or if the learning agreement is signed after 15 October, within 7 days from the day of conclusion of the learning agreement.

2. The overseas student taking up paid studies pays the fee for the first year of study within 14 days of accepting the offer.

3. The fee paid by an overseas student for the first year of study cannot be paid in separate semester instalments. In justified cases the Rector, at the request of an overseas student, may extend the deadline for paying the fee or agree for the fee to be paid in instalments.

4. The fees for repeating classes shall be paid:

- 1) before 15 October for the winter semester;
- 2) before 10 March for the summer semester.

5. The fees referred to in § 1, subject to paragraph 2 and 3, can be paid by all students/doctors in instalments determined by the Board of the organizational unit at the request of the Dean or the Head of the extra-departmental unit, however, the required fee must be brought in full at the latest 7 days before getting credits for the class (including admission to the exam).

6. The fees for classes not covered by the study programme and additional activities and foreign language examinations shall be paid within the deadlines set out in paragraph 1, point 1 and 2.

7. Fees shall be paid to the bank account indicated in the learning agreement on the conditions for charging for the educational services. The title of the transfer should include the album number and, in the case of payment in Euro, the academic year for which the fee is paid, the name of the department, the course of study and the course for which the fee is payable.

8. The date of payment/instalment shall be deemed to be the date it enters the bank account of the University of Wrocław.

9. If the date of the payment of the fee/instalment falls on a public holiday, the deadline falls on the nearest working day.

10. In the event the fee/instalment is not paid within the deadline, statutory interest for delays shall be charged.

11. In the case of failure to pay the fees/instalments in the applicable period referred to in § 1 paragraph 1 points 1-4, the student/doctors student may be deleted from the list of students/doctors students.

12. In the case of failure to pay the fees/instalments in the applicable period referred to in § 1 paragraph 1 points 1-4, the student/doctors student may be requested not to take part in classes.

13. The payments for educational services shall cover the debts from the earliest onwards.

14. The Dean or Head of the extra-departmental unit shall indicate the classes (including component classes and training modules) for which the charges are levied.

15. The Dean or Head of the extra-departmental unit shall supervise the correctness of charging for the educational services provided in the unit, including timely calculation and payments.

§ 5. In the case of a repeated enrolment into paid studies, the Dean or the Head of an extra-departmental unit shall determine the amount of the semester (year) fee for which the student is entered, taking into account the number of classes to be credited and classes to be completed. When determining the amount of the fees, the Dean or the Head of the extra-departmental unit shall take into account the fees for repetition of the classes set out in the directive of the Rector referred to in § 2.

§ 6.1. The Dean or the Head of the extra-departmental unit, agreeing to the conditional continuation of studies, shall determine the amount of the charges according to the rates applicable for repetition of the class, if required.

2. The charge paid by the student, if the classes are credited, shall be deducted from the fees required for the semester or year.

§ 7.1. In the event of termination of the learning agreement that a student/doctors student concluded with the University of Wrocław on the conditions of charging for educational services before the end of the semester, the university, at the request of the student/doctors student, returns part of the fee for the period attributable to the termination of the learning agreement on the basis of a decision of the Dean or the Head of the extra-departmental unit determining the amount of the charge for reimbursement, subject to § 9 paragraph 1 of this directive.

2. The amount to be reimbursed shall be calculated as follows: the semester fee is divided by the total number of hours in the semester (in accordance with the announcement of the Rector on the academic calendar) and is multiplied by the number of hours from the day of termination of the learning agreement to the last day of classes.

3. The deadline for reimbursement of the amount owed to the student/PhD student is 21 days from the date of submission of the complete application for reimbursement of the

overpaid fee. The refund is made to the account indicated by the student/doctoral student or at the university's cashier, and it is reduced by the university charges (benefit payments) from the student/doctoral student.

4. The request of a student or doctoral student together with the decision of the Dean or the Head of the extra-departmental unit shall be forwarded to the Bursary of the University of Wrocław for the reimbursement of the overpaid fee.

5. The decision of the Dean or the Head of the extra-departmental unit is not an administrative decision within the meaning of the Code of Administrative Procedure.

§ 8.1. If on the day of termination of the learning agreement the student/PhD student is in arrears, he or she is obliged to pay the fee in the amount required on the date of termination of the agreement.

2. In the event of termination of the learning agreement the amount due shall be calculated as follows: the semester fee is divided by the number of hours in the semester (in accordance with the announcement of the Rector on the academic calendar) and is multiplied by the number of hours from the first day of the semester to the day of termination of the agreement.

3. If the outstanding fee referred to in paragraph 1 is not paid within 14 days from the date of receipt of the request for payment, the university shall pursue its debts of outstanding fees for the educational services provided in court.

§ 9.1. The fee for the first year of studies shall be reimbursed only to the overseas student if:

- 1) the student resigns before the academic year begins. In that case the fee, minus a handling fee, shall be refunded.
- 2) the student did not receive a visa for entry to Poland or the visa was cancelled. In that case the fee, minus a handling fee, shall be refunded.
- 3) the student was granted a semester/annual leave. The fee, for the time when the student was not studying, is refunded;
- 4) the student resigned for health reasons confirmed by an appropriate medical certificate. The fee, for the time when the student was not studying for health reasons, is refunded.

2. In addition to the cases mentioned in paragraph 1, the fee for the studies is refundable if the University of Wrocław, for reasons beyond its control, did not secure the study programme which was previously proposed to the candidate.

3. In the case of students recruited for the university by recruitment agencies, the amount of the reimbursement of the fee shall be reduced by the commission of the recruitment agency if the resignation from studies takes place during the first year of study.

4. When requesting a refund, the overseas student submits a duly completed *Fee Refund Form* which is annexed to this directive and a confirmation of not receiving a visa or a copy of the entire passport as confirmation of not receiving a visa or a copy of the cancelled visa, the decision to be granted the student leave, a medical certificate.

5. The documents referred to in paragraph 4 an overseas student submits to:

- 1) International Office, in the case referred to in paragraph 1 point 1 and 2, if they are studying in English;
- 2) Teaching Department, in the case referred to in paragraph 1 point 1 and 2, if they are studying in Polish;
- 3) In the relevant Dean's office, in the case referred to in paragraph 1, point 3 and 4.

II. Terms and conditions for the waiver of charges regarding the provision of educational services

§ 10.1. The University of Wrocław may *exempt a student/doctoral student who is a Polish citizen* from the fees for the educational services provided related to:

- 1) education in part-time studies and in part-time doctoral studies (paid studies);
- 2) education in part-time studies and in part-time doctoral studies in English (paid studies);
- 3) repetition of certain classes for students and doctoral students due to unsatisfactory results.

2. The Dean of the department or Head of an extra-departmental unit exempting a student/doctoral candidate from the fees referred to in paragraph 1 shall in particular take into account the financial result of the previous calendar year and the current and future financial situation of the given unit.
The financial consequences of the decisions taken shall be borne solely by the organisational unit concerned.

§ 11.1. At the request of a student/doctoral student, the Dean or Head of an extra-departmental unit, having regard to the provisions of § 10 paragraph 2, may exempt them in full or in part from the obligation to pay the fees referred to in § 10 paragraph 1, if the applicant fulfils the following cumulative conditions:

- 1) income per person in the family of the student/doctoral student does not exceed the amount of income eligible for a student/doctoral student to apply for a maintenance grant at the University of Wrocław;
- 2) there are particularly important circumstances preventing the student/doctoral student from paying the fee in whole or in part.

2. The particularly important circumstances referred to in paragraph 1 point 2 include:

- 1) full orphanhood,
- 2) serious or prolonged illness of a student/doctoral student or closest member of his/her family (lasting more than 6 months),
- 3) random incident (e.g. fire, flood),
- 4) an exceptionally difficult financial or life situation of the student/doctoral student,
- 5) carrying out a programme of studies, within a certain scope within the framework of agreements concluded between the University of Wrocław and domestic or foreign universities, with which additional costs borne by the student/doctoral student are associated, if the above circumstances prevent the student/doctoral student from paying the full or partial fee.

3. The Dean or the Head of the extra-departmental unit may exempt the student/doctoral student from paying the charges, even though the income per person in the family exceeds the amount referred to in paragraph 1 point 1, if the circumstances particularly justify such a decision.

§ 12. At the request of a student/doctoral student, Dean or Head of a extra-departmental unit, having regard to the provisions of § 10 paragraph 2, may exempt them in part from the obligation to pay the charges referred to in § 10 paragraph 1 and 2, up to 25% of the full fee if the applicant fulfils the following cumulative conditions:

- 1) is a holder of the Charter of a Large Family referred to in the Law of 5 December 2014 on the Charter of a Large Family (i.e. Journal of Laws [Dz. L.] of 2017, section 1832, as amended).
- 2) income per person in the family of the student/doctoral student does not exceed 150% of the amount of income eligible for a student/doctoral student to apply for a maintenance grant at the University of Wrocław;
- 3) submits a documented application in accordance with the provisions of § 15.

§ 13. In the situations referred to in § 11 and § 12 a student/doctoral student may apply for an exemption from fees not earlier than after the first semester of studies (first and second cycle, Uniform Masters or doctoral studies).

§ 14. Filing an application for exemption in whole or in part from the fees referred to in § 10 paragraph 1 does not exempt the student/doctoral student of the obligation to pay the fee within the referred deadline.

§ 15.1. The student/doctoral student requesting an exemption from the fees referred to in § 10 paragraph 1, in whole or in part, in the situations referred to in § 11 paragraph 1 and 3 and in § 12, is obliged to supply evidence:

- 1) the amount of own income and of all family members obtained during the calendar year preceding the academic year in which the student/doctoral student applies for the fee waiver;
- 2) the occurrence of particularly important circumstances preventing him/her from making a full or partial payment or holding a Large Family Charter in the situation referred to in § 12.

2. The monthly income per person in the student's/doctoral student's family and the way of documenting it is determined in the *Student benefits policy*. In particularly justified cases, the Dean or the Head of the extra-departmental unit may assign another period for the student/doctoral student to provide proof of income or a different means of documenting the income.

3. The employees of the department/organizational unit designated by the Dean or the Head of the extra-departmental unit are responsible for the proper completion of the documents and for the correct calculation of income per person in the student's/doctoral student's family.

4. In the absence of full documentation referred to in paragraph 1 point 1, the employee referred to in point 3, calls the student/doctoral student in writing, to complete the application within 7 days from the date of delivery of the summons.

5. A documented application for exemption from the fees referred to in § 10 paragraph 1, in whole or in part, a student/doctoral student is obliged to submit in his Dean's office or appropriate organizational unit, within a deadline of 7 calendar days after the completion of the examination session of the previous semester.

6. The application submitted after the deadline referred to in paragraph 5 shall not be considered. The deadline for filing the application shall not be restored. This also applies to the submission of an incomplete application not completed within the defined period.

7. The employees of the department/organizational unit designated by the Dean or the Head of the extra-departmental unit are responsible for issuing a proper decision and its timely service to student/doctoral student.

§ 16.1. As of the warrant of the Rector of the University of Wrocław, the student/doctoral student is entitled to appeal against the decision concerning the exemption from the fees referred to in § 10 paragraph 1, taken by the Dean or the Head of the extra-departmental unit. The student has the right to:

- 1) file a request to the Rector to reconsider the case. The request shall be filed into the Dean's office or a relevant organisational unit within 14 days from receiving of the decision, or
- 2) a complaint may be filed to the Provincial Administrative Court without having to submit an application to the Rector for reconsideration. The complaint shall be filed to the Dean's office or to the relevant organisational unit within 30 days from receiving the decision.

2. The Rector's decision issued as a result of the reconsideration can be appealed against to the Provincial Administrative Court. The complaint shall be filed to the Dean's office or to the relevant organisational unit within 30 days from receiving the decision.

3. In the case when a student/doctoral student who is a Polish citizen files the request for reconsideration, the Dean/organizational unit is obliged to forward the application without delay together with the documentation to the Student Affairs Department. The documentation should include the decision against which the student/doctoral student submits a request for reconsideration together with a set of documents on the basis of which the decision was taken and the opinion of the Dean or the Head of the extra-departmental unit, regarding the objections referred to in the application.

§ 17. The University of Wrocław may *exempt an overseas student/doctoral student* from the fees for the educational services provided related to:

- 1) education in part-time studies and in part-time doctoral studies (paid studies);
- 2) education in studies and doctoral studies in English (paid studies);
- 3) education in full-time studies (paid studies);
- 4) repetition of certain classes for students and doctoral students due to unsatisfactory results.

§ 18.1. At the request of an overseas student/doctoral student, the Rector, may exempt them in full or in part from the obligation to pay the fees referred to in § 17, if case particularly important circumstances arise, such as:

- 1) full orphanhood;
- 2) serious or prolonged illness of a student/doctoral student or closest member of his/her family (lasting more than 6 months);
- 3) random incident (e.g. fire, flood);
- 4) an exceptionally difficult financial or life situation of a student/doctoral student;
- 5) carrying out a programme of studies, within a certain scope within the framework of agreements concluded between the University of Wrocław and domestic or foreign universities, with which additional costs borne by the student/doctoral student are associated, if the above circumstances prevent the student/doctoral student from paying the full or partial fee;
- 6) when the student takes up a second course of studies or education in a different form than under the conditions of payment.

2. In the situations referred to in paragraph 1 points 1 to 5, a student/doctoral student may apply for an exemption from fees not earlier than after the first year of studies.

3. A documented application for exemption in whole or in part from the fees an overseas student/doctoral student is obliged to submit in his/her Dean's office or appropriate organizational unit, within a deadline of 7 calendar days after the completion of the examination session of the previous semester.

4. The application submitted after the deadline referred to in point 3 shall not be considered. The deadline for filing the application shall not be restored.

5. Decisions on exemption in whole or in part from the obligation to pay the fees referred to in § 17 shall be taken by the Rector.

§ 19.1. From the decision of the Rector, concerning the exemption from the fees referred to in § 17, the overseas student/doctorate student is entitled to:

- 1) file a request to the Rector to reconsider the case. The application shall be filed in the Dean's office or in the relevant organisational unit within 14 days from the receiving the decision or
- 2) a complaint may be filed to the Provincial Administrative Court without having to submit an application to the Rector for reconsideration. The complaint shall be filed to the Dean's office or to the relevant organisational unit within 30 days from the receiving the decision.

2. The Rector's decision can be appealed against to the Provincial Administrative Court. The complaint shall be filed to the Dean's office or to the relevant organisational unit within 30 days from the receiving the decision.

§ 20. The documents referred to in § 18 paragraph 3 and in § 19, on which the Dean or the Head of the organizational unit has made a decision, shall be forwarded by the appropriate Dean or organizational unit to:

- 1) International Office, in the case of an overseas student studying in English;
- 2) Teaching Department in the case of an overseas student studying in Polish.

§ 21. In the case a fee exemption has been granted, the amount paid shall be credited towards the fee for the next semester or returned to the student/doctoral student at his/her written request.

III. Transitional and final provisions

§ 22.1. For overseas students who have enrolled on conditions applicable to Polish citizens before 1 October 2019, § 10 to § 16 of this ordination apply until the end of their educational cycle.

2. For overseas students with whom the University of Wrocław concluded an agreement on the conditions of payment for educational services before the academic year 2019/2020, the same charges remain in force until the end of the learning agreement or its termination.

§ 23. The right to a binding interpretation of the provisions of this directive shall be granted to the Rector.

§ 24. Supervision of the implementation of this directive shall be entrusted to the Pro-Rector for Teaching, while in the scope of § 10 - § 16 to the Pro-Rector for Student Affairs.

§ 25. The resolution shall enter into force on 1 October 2019.

prof. dr hab. Adam Jeziński
R E C T O R



Uniwersytet
Wrocławski

FEE REFUND FORM

Application number

| |
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Personal data

| | |
|-------------------------|-----------------|
| First name | Nationality |
| Family name | Gender |
| Date and place of birth | Passport number |
| Phone number | Mobile |
| Email address | Fax |
| Address | |

Refund Requested

| |
|----------------------------|
| Tuition fee for |
| Teaching period / year |
| Reason for refund |
| Amount of refund requested |

Refund Method

| |
|------------------------|
| Bank name |
| Bank Address |
| Account number (IBAN) |
| BIC/SWIFT number |
| Account holder |
| Account holder address |

Any information regarding the refund shall be obtained in the Dean's office or the International Office.

INTERNATIONAL STUDENT REFUND POLICY

Refunds are only paid in euro by bank transfer. Full details of UWr refund policy is available from the web www.international.uni.wroc.pl.

Student signature

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